

Controlled Substance Disposal Log

DEA Registrant:

DEA Registration #:

Storage Location (Registration Address, Building Name and Room #):

Schedule(s)¹:

Lot # or Tracking #	Controlled Substance and Concentration	Amount Disposed	Reason for Disposal	Disposal Route ²	DEA # of Recipient ³	Returned Date	Returned by (Print Name)	Returned by (Signature)

¹Disposal logs for Schedules I & II must be maintained separately from Schedules III-V, i.e., a registrant with Schedules I-V controlled substances must keep three separate logs – one for Schedule Is, one for Schedule IIs, and one for Schedules III-V.

²If disposal is completed by any method other than return to supplier or reverse distributor, fully describe and document the alternate method used.

³DEA number of the reverse distributor or supplier who will be accepting the controlled substance for disposal

Instructions: When a controlled substance has expired or is no longer usable or needed, store it separately from the rest of the other inventory. Track which controlled substances need to be disposed of here and record disposal information when disposal occurs. Retain form in registrant’s records for two years from the date of the last transaction on the record. If any questions, email: controlsub@vcu.edu.